



**CHECKLIST FOR OBTAINING AN INDIANA TEACHING,  
ADMINISTRATION OR SCHOOL SERVICES LICENSE  
UNDER RULES 2002\* OUT-OF-STATE GRADUATES**

State Form 51217 (R / 11-05)

Approved by State Board of Accounts, 2005

INDIANA DEPARTMENT OF EDUCATION  
DIVISION OF PROFESSIONAL STANDARDS  
ROOM 229, STATE HOUSE  
INDIANAPOLIS, IN 46204-2798  
TOLL FREE: 1-866-542-3672  
FAX: (317) 232-9023  
[www.doe.state.in.us/dps](http://www.doe.state.in.us/dps)

The records in this series are confidential according to IC 6. 1-1-35-9.

This agency is requesting the disclosure of your Social Security number in accordance with IC 4-1-8-1.  
Disclosure is mandatory; this record cannot be processed without it.

Name of applicant (last, first middle, previous/maiden)				Transaction number
Social Security number				Transaction number
Address of applicant (number and street)				Date received (month, day, year)
City	State	ZIP code	Telephone number (     )	Email address

**NOTE:** In order to be considered for evaluation, you must possess the minimum of a bachelor's degree (master's degree for school services and administrative licensure) from an institution regionally accredited to offer degrees in education OR be a graduate of a regionally accredited institution and meet the education program requirements for your state. Please note: meeting minimum requirements for evaluation does NOT guarantee issuance of an Indiana instructional, school services, or administrative license. **Check the items that are being sent and return this checklist with your materials. Failure to send all items in one envelope will result in delays in processing your request.**

(Please check all that apply)

- ☐ **Application (State Form 9331)** - Complete the Application for Indiana Teaching, Administration, or School Service License. Be sure to complete the criminal history information and sign the application or your materials will be returned.
- ☐ **Evaluation Fee** - Each level of evaluation (*instructional, school services, administrative*) requires a \$35 Money Order or Cashier's Check payable to the "State of Indiana". See evaluation for various licensing content areas and school settings. **DO NOT SEND CASH OR A PERSONAL CHECK. ALL FEES ARE NONREFUNDABLE.**
- ☐ **License Fee** - Each license requires a \$35 Money Order or Cashier's Check payable to the "State of Indiana" in addition to the evaluation fee(s). Send this fee ONLY IF you hold a valid out-of-state teaching license and wish to receive the Indiana license for which you are eligible. **DO NOT SEND CASH OR A PERSONAL CHECK. ALL FEES ARE NONREFUNDABLE.**
- ☐ **Transcripts Enclosed** - Official transcripts must bear the Registrar's seal and/or signature, the degree, and date conferred. Provide transcripts of **ALL** completed course work at **ALL** institutions attended. Transcripts must be included with your evaluation materials. Do NOT order transcripts to be sent directly to the Division of Professional Standards.
- ☐ **Valid Out-of-State Teaching, Administration or School Services License** - Send photocopies of **both sides** of your un-expired out-of-state license(s) (*instructional, school services and/or administrative*).
- ☐ **Instructional and/or Professional Educational Experiences** - Send official verification of all instructional, school services, and administrative experience you possess. All experience **MUST BE** verified by an administrator on official school letterhead. The letter needs to include dates of employment, subjects, and grades taught and/or positions held and must include both the type and status of school accreditation. Your last place of employment may verify all of your experience. Other professional educational / instructional experience that cannot be verified by a school administrator **MUST** be verified by a supervisor on official letterhead.
- ☐ **NCATE/Compact Recommendation (State Form 46699)** - This form **MUST BE** completed by the certification or licensing advisor, or School of Education administrator of the institution where you completed your educator training program. A list of some NCATE institutions and of the Compact states can be found on the reverse side of the form. An NCATE or Compact recommendation waives some or all course work requirements. **Please note, that if your institution does NOT possess NCATE accreditation, but is in a Compact state the certification officer should fill-out the bottom portion. However, if neither option applies, we can still evaluate your credentials.**
- ☐ **Official PRAXIS Score Reports\*\*** - Official score reports of the PRAXIS test scores should be sent directly from the Educational Testing Service (ETS). You may contact ETS at [www.ets.org](http://www.ets.org). If your test scores have been sent directly to our agency, please include a note indicating this and a copy of your examinee score report.

☐ **Limited Criminal History Report (*limited criminal history*)** - Complete this application and send to the Indiana State Police Central Repository. When the Limited Criminal History Report is returned to you, include it with your other application materials. **We MUST have the ORIGINAL Limited Criminal History Report. Please note: the report is valid for up to one year after the posted issue date.**

☐ **Other Relevant Application Materials** - If you neither graduated from an NCATE accredited education program nor hold an out-of-state license in accordance with our Interstate Compact Agreement, you may submit additional evidence of your license preparation for consideration. Some examples include: copies of educational awards or honors and/or official verification of in-service activities, educational conferences, seminars, educational mentoring you have performed, educational publications, research, or presentations you have conducted. All verification(s) must be provided on official letterhead and signed by a supervisor. Please list below the items you have enclosed for review:

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\* As of July 1, 2003 Indiana functions under a new licensing system known as Rules 2002.

\*\* Praxis tests may be waived with three (3) full years of verified creditable out-of-state teaching experience with a currently valid (un-expired) out-of-state license. Previous or prior teaching experience in Indiana is not applicable.

PLEASE NOTE: Items submitted become the property of the Division of Professional Standards and will NOT be returned. Retain copies for your files.

**ALL MATERIALS SHOULD BE MAILED TO:**

**Indiana Department of Education  
Division of Professional Standards  
Room 229, State House  
Indianapolis, IN 46204-2798**